

School Management System (SMS)

Examination Management

HELP MANUAL

Background:

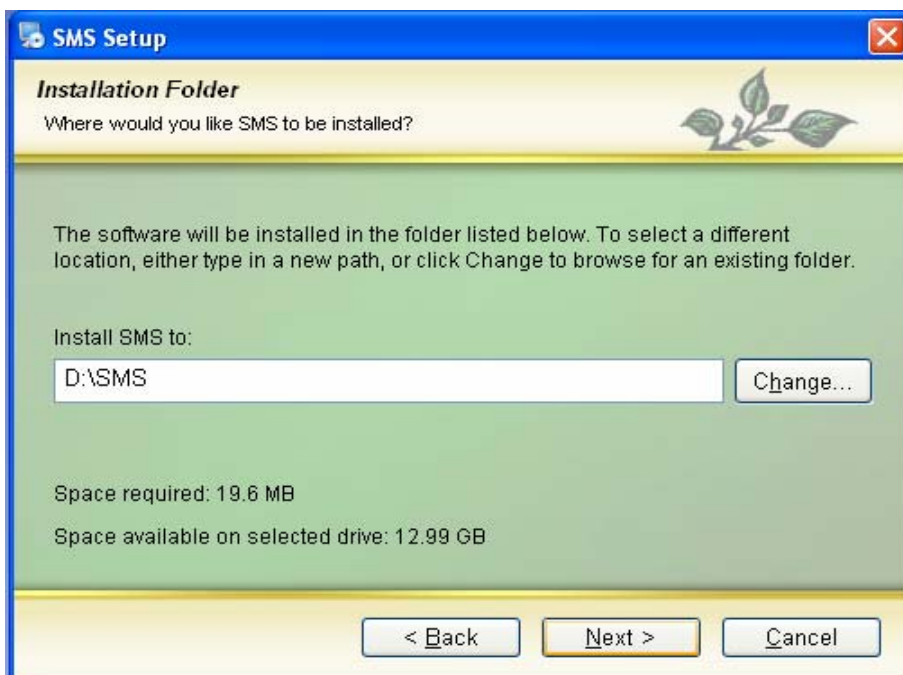
The software is a separate module of SMS developed to computerize the examination of a school. The software helps the school in student management, mark-sheet & Marks Ledger preparation and immediate reporting.

Features:

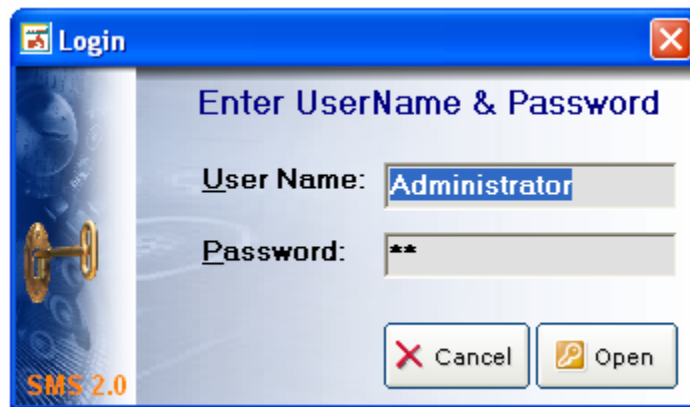
- Students record entries
- Admit/Identity card printing
- Subject/FM/PM Setting
- Automatic Remarks Setting
- 4 Terms & Final System
- Monthly or Unit test exam facilities
- Marks extracting system
- Mark-sheet & Marks Ledger printing
- Marks analysis System
- Teacher's Profile Entries
- Teacher Performance Reports

Installation:

- 1) Run the SMS (Exam) Setup.EXE Setup file.
- 2) Install in software not in system drive for security

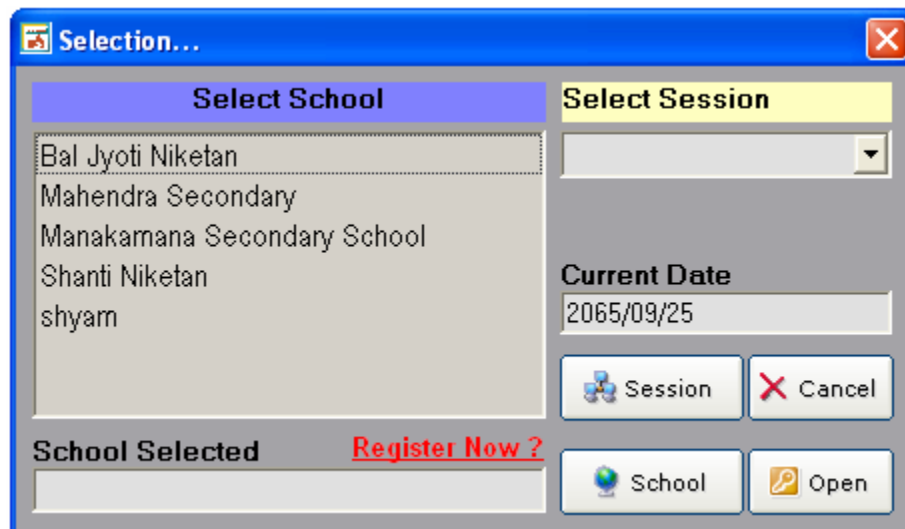


- 3) After successful installation Open shortcut of the program file SMS (Exam) from desktop.
- 4) Type UserName & Password. First time UserName='Administrator' and Password ='aa' should be submitted and click **Open** button



- 5) Click **School** button to create your school.

Remember: School Name & Address should be given as per Registration Slip for full version.

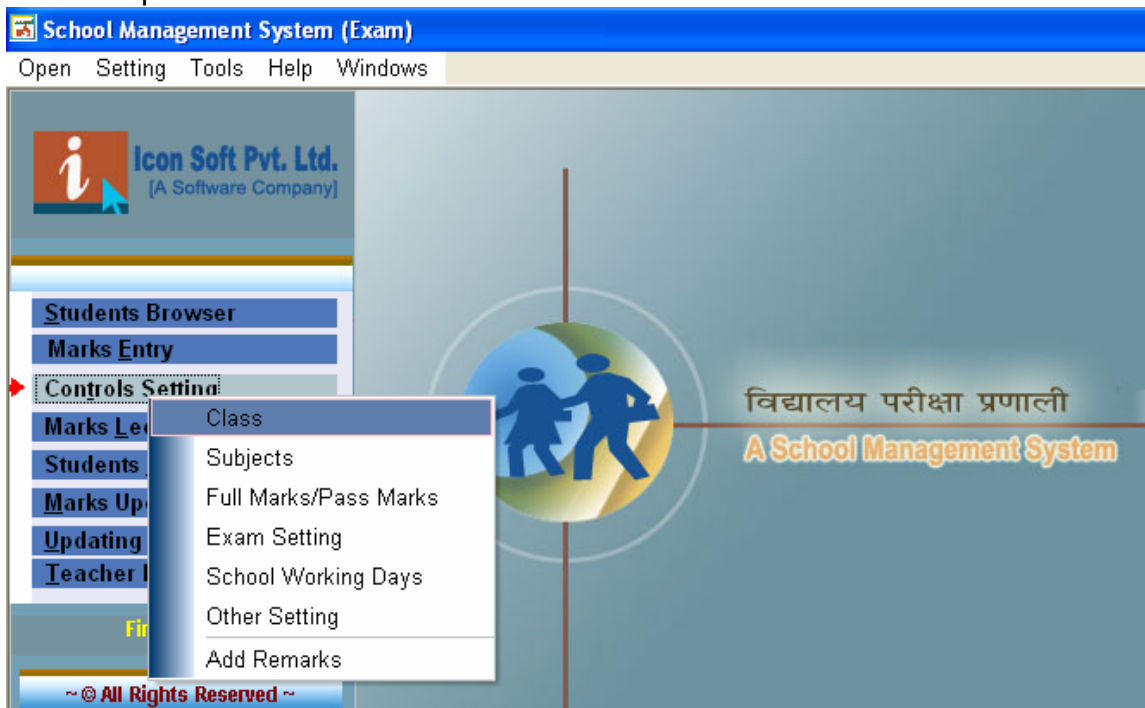


- 6) Click **New** button and create your working directory, school name with address, phone etc.
- 7) If want to give the security in the school tick **Security** option and give username and password.
- 8) Click **Save** button.
- 9) To change school name, select school name, Click **Edit** button.
- 10) Change the text as you want and Click **Update** button.

- 11) Click **Close** button
- 12) Click **Session** button to create new academic year.
- 13) Click **New** Button
- 14) Select School Name and type Session (eg. 2065) then Click **Save** button.
- 15) Click **Close** button.
- 16) Select School Name, Session and Click **Open** button.

Main window appears

In the main windows we have to set different controls as per the school rule for the academic session opened.



Controls Setting:

a) Class Setting:

Class is defined as a group of students studying in the similar subjects in same level.

- 1) Click Control Setting option from main window and click Class.
- 2) Set the class (1 to 10 or Nursery to ten etc) as shown in the window.
If you have the required class no need of creating class.
- 3) Class should be opened as current and automatic updated class for next year
- 4) If you want to give the whole Roll No in the class then Check **Roll No by Class option** and if you want to set New Roll No in every section then unchecked it.
- 5) If you want change existing class then Select the class to be changed.
- 6) Click **Edit** button and Change the class as you want then click **Update**.

b) Subjects Setting:

After Setting Class you should set the subject in the respective class.
Click **Subjects** from Control Setting option.

- 1) Select Class and click **Add** button for new subject.
- 2) Type Subject in short and subject in details then click **Save** button.

c) FM/PM Setting:

After Setting Subjects you should set the FF/PM in the respective Subjects.
Click **Full Marks/Pass Marks** from Control Setting option.

- 1) Select Class and click **OK** button for new subject.
- 2) Click Add button, type full marks and pass parks in every subject in 100% or actual FM/PM appeared in the final exam then click **Save** button.

d) Exam Setting:

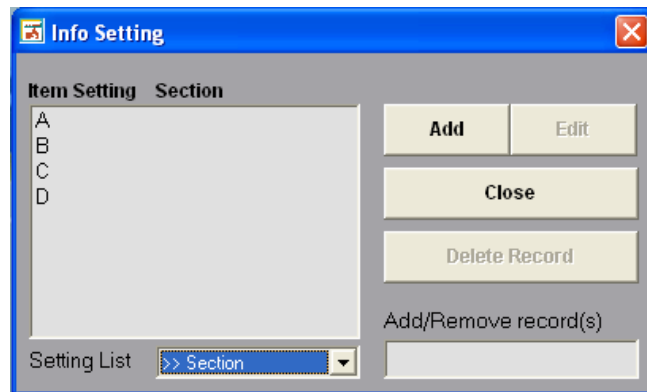
After Setting above controls.
Click **Exam Setting** from Control Setting option.

- 1) Select type of exam in which you are going to enter marks and click **OK** button.
- 2) If you want to change name as well as other setting then click **Next** button.
- 3) Select Exam type and click **Edit** button.
- 4) Change exam name, **extract (%)** and **weight (%)** as you want.

e) Other Setting:

You should set Section, Faculty, month or year compulsorily.

- 1) Select **Other setting** from control setting.
- 2) Select Setting List then Click **Add** button
- 3) Type the text as you want and Click **Save**.
- 4) Display the item and Click **Edit** for changing and **Delete** for removing item.



f) Remarks Setting:

You should set at least 5 Remarks. The remarks automatically called in the mark sheet if you left the place for remarks blank.

- 1st Remarks for Distinction.
- 2nd Remarks for First Division.
- 3rd Remarks for Second Division.
- 4th Remarks for Third Division.
- 5th Remarks for Fail.

Students Data Entries:

After completing the above settings
Double Click on **Students Browser**.

New entry:

Click **Add** button for new student entry
Type or select text and double click on photo to get student's photo.
Click **Save** button.

Editing/deleting record(s):

Find out the student to edited or deleted.
Select the student
Click **Edit** or **Delete** button as you want.
Click **Update** button for change of record.

Searching Students:

Open Students Browser
Select Class or Section or type text as Name in **Search** section.

Mark Entry:

After completing of Class, Subjects and FM/PM Setting we can enter obtained marks of a student.

- a) Confirm your exam type (First Term, Second Term... etc.)
- b) Double click on **Marks Entry** Option.
- c) Select Class, Section and click **Show** button. Students, Subjects and Marks entry grid appear.
- d) Click **Add** button to add or edit marks.
- e) Enter the marks as in Excel sheet.
- f) Click **Save** button to save data.

Note:

First Print out the Blank Marks Ledger shown students name and subjects. Distribute the ledger to the class teacher and every teacher will fill the obtained marks of own subject in the respective column. This filled ledger helps you to enter the obtained marks in the GRID.

Marks Ledger and Mark Sheet Print:

After completing of Marks Entry, we can get Marks Ledger & Marks Sheet

- a) Double click on **Marks Ledger** Option on Main window
- b) Select Class, Section, Result and click **Show** button
- c) Select any student and right click
- d) Select any menu displayed in the menu or
- e) Click **Preview** Button and follow the menu
- f) Before print mark sheet, select marks sheet **format type**.
- g) Define **left margin** and **top margin**
- h) Click **any menu** button as you want.

Final Marks Ledger and Mark sheet Preparation:

After completing of All Terms' Marks Entry we can get automatically Final Marks Ledger & Marks Sheet.

- a) Select Exam Type as **Final**.
- b) Other same process as **Marks Ledger and Mark Sheet Print**.
- c) Marks Ledger shows the total marks extracted from the different terminal exams.
- d) Marks Entry will not be successful in the **Final** Exam.
- e) If want to get term wise details mark sheet then check **Show Details** from Data menu.

Print Admit & Identity Card:

- a) Double click on **Students Report** on Main window.
- b) Select Class & Section then click **Show** button.
- c) Select student list (single or multiple).
- d) Select **Export to Excel** or **Print Admit Card** or **Print Identity Card** from **data** menu

Teachers' Profile Entry:

- a) From the main window, double click on **Teacher Profile Entry**.
- b) Click **Add** button for new entry
- c) Enter required information and click **Save** button
- d) Select teacher's Name and click **Edit** button for modification.
- e) Click **Update** button for changing.

Subject Assign to teachers:

- a) From the main window, double click on **Subject Assign**.
 - b) Select Teacher's Name for subjects assign.
 - c) Select **Class** and **Section**.
 - d) Double click on subject to be assigned.
 - e) To remove assigned subject, Right Click on Subject assigned section and click **Remove Subject**.
 - f) To remove all subject assign setting click **Reset All Setting**.
- Note: Reset setting will be recovered.

Set User & Authority:

- a) From Tools menu of main window select **User & Authority**.
- b) Click **Add & Save** button for creating new user account.
- c) Click **Edit & Update** button for changing old user account.
- d) Define 'Administrator' or Normal user also.

Please feel free to consult about other entries and reporting to the following address:

Development Team
Icon Soft Private Limited
Hetauda, Makwanpur
Tel: 057-527263, Cell: 9845027963 or

[Your nearest Support Center]